



Embassy of the United States of America
Kyiv, Ukraine

JOB OPPORTUNITY ANNOUNCEMENT

#030

Date: September 6, 2013

TO: ALL MISSION PERSONNEL

FROM: CHRISTOPHER NEWTON – HUMAN RESOURCES OFFICER

SUBJECT: CULTURAL AFFAIRS ASSISTANT

Employees are invited to apply for this position or refer *qualified and eligible* candidates to the Embassy Human Resources Office. *Application procedure* is outlined at the end of this notice. Questions should be directed to the Human Resources Office.

<u>POSITION TITLE:</u>	Cultural Affairs Assistant
<u>POSITION OPEN TO:</u>	All Interested Candidates
<u>GRADE LEVEL:</u>	FSN-08, FP-06* (FULL PERFORMANCE LEVEL)
<u>WORK HOURS:</u>	Full Time, 40 hours per week
<u>OFFICE LOCATION:</u>	Public Affairs Section (Cultural Affairs Office)
<u>OPENING DATE:</u>	Immediate
<u>DEADLINE:</u>	September 30, 2013 at 6 P.M. Kyiv Time

**FP-06 is subject for confirmation with Washington*

BASIC FUNCTION OF POSITION:

The Educational Advising Assistant works under the direct supervision of the Senior Cultural Assistant for Education and the general supervision of the Assistant Cultural Affairs Officer for Academic Exchanges. The incumbent gives guidance to the Education USA (EdUSA) student advising network in Ukraine and works to promote study in the USA by Ukrainian students and academics. The incumbent works closely with the Public Affairs Section's Youth Outreach Team, the Windows on America network, the Public Affairs Alumni Team, and other partners to plan outreach activities and informational campaigns to promote U.S. educational opportunities and programs. The incumbent works with Ukrainian secondary schools and higher educational institutions to ensure that any student in Ukraine interested in study in the U.S. knows how to find trusted information and resources.

MAJOR DUTIES AND RESPONSIBILITIES:

Provides Coordination and Support for the EdUSA Educational Advising Network 45%

Provides daily administrative support and guidance to the EdUSA network, the Regional Education Advising Coordinator (REAC), the Bureau of Educational and Cultural Affairs (ECA) as well as between institutions in the United States and Ukraine to increase the number of Ukrainian students and scholars at U.S. educational institutions.

Provides coordination for the five (5) Educational Advising Centers in Ukraine (the "Osvita" NGO Network, plus those run by American Councils) on issues related to professional development opportunities, resource development, and performance evaluation; assists in evaluating all related grant proposals, drafts endorsement and nomination cables; communicates regularly with the ECA Educational Advising Program Manager and the REAC on educational advising program administration.

Coordinates program activities and links Educational Advising to other relevant organizations and programs, such as the Windows on America network, English teaching initiatives and U.S. Government exchange program partners, U.S. institutions of higher education, education tour providers, and others.

Maintains active contact with ECA about Education USA developments and strategy, including providing reports and statistical analysis on developments in higher education and related reform in Ukraine; serves as a point of contact on the Ukrainian higher educational system for U.S. university representatives.

Helps implement the "Opportunity" grant program in Ukraine for disadvantaged students, ensuring proper advertising of the program as well as appropriate vetting; administers EdUSA Opportunity grants.

Helps establish and launch the Educational Advising Center at the new American Center in Kyiv.

Conducts Outreach on U.S. Education and Opportunities**45%**

Promotes new approaches to educational advising in Ukraine such as virtual advising, e-mentoring and social media marketing; coordinates presentations and outreach by U.S. Embassy officers, partners and alumni of U.S. educational institutions about the U.S. educational system, providing training and materials as necessary; coordinates with Peace Corps volunteers and English language teachers to provide basic student advising information; uses Internet resources, the U.S. Embassy webpage and social media platforms including YouTube, Twitter and other applications for communicating to audiences about the advantages of a U.S. education as well as the process for identifying and applying to U.S. schools.

Makes frequent presentations to a wide variety of audiences about the U.S. educational system, including journalists, students, educational administrators, parents, scholars, university audiences and other interested parties; drafts information and promotional materials related to educational advising.

Uses marketing techniques to improve the image and reputation of U.S. education among Ukrainian educators, students and the general public; employs a full range of strategies, including info fairs, presentations, conferences, public information and media campaigns and other youth-oriented activities to reach new audiences with information on opportunities for studying in the United States; distributes books, printed materials, and other informational resources to relevant partner organizations.

Provides guidance to partner organizations (IREX, American Councils, Fulbright Office) on matters of program promotion, candidate recruitment through the advising network. Also provides guidance on educational advising, standardized testing, and application preparation to partner organizations per USG exchange program participants.

Administers selected grants to educational organizations and institutions.

Other Duties as Assigned**10%**

Performs other duties as assigned including translating official documentation or content for the Embassy's social media sites and serving as an interpreter at official meetings or informal functions.

REQUIRED QUALIFICATIONS:**EDUCATION:**

University degree in education or any related liberal arts field is required.

WORK EXPERIENCE:

Two (2) years of relevant work experience with U.S. or Ukrainian universities is required.

LANGUAGE PROFICIENCY:

Level IV (fluent in speaking/reading/writing) in English, Ukrainian and Russian is required. A successful incumbent should have excellent translation skills in all three languages.

JOB KNOWLEDGE:

Good knowledge of the system of higher education in the U.S. including the admissions process, standardized testing, and financial aid. Good knowledge of the Ukrainian educational system and current reform issues. Preference for first hand knowledge of the U.S. higher education and administration and experience in public speaking and professional training activities. Knowledge or experience with marketing helpful.

SKILLS AND ABILITIES:

Excellent social media and multi-media skills. Ability to forge and develop connections and work cooperatively with partners and stakeholders from various sectors including higher education communities, U.S. and host country government, private companies. Excellent time management, strategic planning and implementation, analytical, and computer/internet skills. High level of attention to detail and skills in budget management. Strong communication skills (both oral and written). Ability to draft correspondence, maintain organized files and work with word processing and database systems -- especially the MS Office suite of products (Word, Excel, Access, Powerpoint, etc.). Ability to make public presentations and work well with a wide variety of American and Ukrainian contacts.

HOW TO APPLY FOR THIS POSITION:

✓ Effective August 1, 2010 Office of Overseas Employment announced new Universal Application for Employment (DS-174) as a mandatory application for any locally recruited positions. To apply for this position all interested candidates should fill out the DS-174 **in English** and submit it to the Embassy Human Resources Office by COB **September 30, 2013**. The new DS-174 is available on the official U.S. Embassy website under the Employment Opportunities section: <http://ukraine.usembassy.gov/job-opportunities.html>.

Universal Application for Employment (DS-174) should be completed in English, signed and emailed to: KyivHR@state.gov or faxed to: [521-5000](tel:521-5000).

Note: Only those applications that are received in the Human Resources Office *before* the closing date will be eligible for consideration. Any application package that doesn't include the UAE (DS-174) will be considered incomplete and will not receive further consideration for recruitment.

ADDITIONAL SELECTION CRITERIA:

- Actual hiring for this job is subject to funds availability and should be confirmed by an appropriate bureau before a job offer is made.
- Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy.
- Current employees serving a *probationary period* are not eligible to apply for this position.

- Current Ordinarily Resident employees with an Overall Summary Rating of Needs Improvement or Unsatisfactory on their most recent Employee Performance Report are not eligible to apply.
- US Citizen EFMs who are currently employed under *Family Member Appointment* (FMA) must work for 90 calendar days in their current position before being able to apply for advertised position.
- US Citizen EFMs and NORs who are currently employed under *Personal Services Agreement* (PSA) must work for 90 calendar days in their current position before being able to apply for advertised position.
- **U.S. Veterans and U.S. Citizen EFMs will be given preference in hiring over other equally qualified candidates in accordance with Section 301 (c) of the Foreign Service Act of 1980.** Candidates who claim *U.S. Veterans hiring preference* must provide a copy of their Form DD-214 with their application. Candidates who claim U.S. Citizen EFMs hiring preference should indicate their EFM status in the application form.
- All qualified EFM candidates will be interviewed by the Post Employment Committee and the hiring office. The PEC selects the candidate for the position and conveys that selection to the Front Office for concurrence.

EQUAL EMPLOYMENT OPPORTUNITY STATEMENT

The U.S. Mission in Kyiv provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color, religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation. The Department of State also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs.

The EEO complaint procedure is not available to individuals who believe they have been denied equal opportunity based upon marital status or political affiliation. Individuals with such complaints should avail themselves of the appropriate grievance procedures, remedies for prohibited personnel practices, and/or courts for relief.

CLEARED: EJohnson-PAS (by e-mail)